

**CITY OF AKRON TRAVEL EXPENSE REPORT  
PART II - REQUEST FOR REIMBURSEMENT**

Date: 02/04/09

Banner Doc # \_\_\_\_\_

Employee Name: Mayor Donald L. Plusquellic

Requested Reimbursement: \$ 0 ~~650.32~~

Department / Division: Mayor's Office/Administration

Advance: \$ 0.00

Purpose of Trip / Destination: Attend Trade Show & Factory Automation-Asia Show & Prime Minister's Conference (Shanghai, Israel & Jerusalem)

Date of Part I Travel Request: 10/15/2008

Name of others whose expense(s) are included herewith: n/a

Date of Departure: 11/05/2008 Time: 7:00 am

Date of Return: 11/15/2008 Time: 9:20 pm

Transportation: (Check all that apply and attach receipts): ☒ Air ☒ City Car ☐ Rail ☐ Bus \$ 1,886.51

☐ Personal Car \_\_\_\_\_ total miles @ .585 = \$ 0.00

TRANSPORTATION TOTAL \$ 1,886.51

Meals:	Breakfast	- No. <u>2</u>	\$ <u>56.00</u>
	Lunch	- No. <u>10</u>	\$ <u>354.00</u>
	Dinner	- No. <u>6</u>	\$ <u>283.00</u>

TOTAL: All Meals \$ 693.00

Hotel/motel accommodations: Charged to City Visa (1,584.56) Charged to Bob Bowman's City Visa (\$1,210.00) \$ 2,794.56

Other expenses: List and attach all receipts, include long distance telephone calls, listing city and person called. List all prepaid expenses, including direct payment number.

Transportation (Charged to Bob Bowman's City Credit Card) \$ 46.67

Registration (Paid on I0901263) \$ 200.00

Mayor's Passport (Charged on Bob Bowman's City Credit Card) \$ 550.00

Lunch on 11/15/08 - (Charged to City Visa) \$9.68 \$ \_\_\_\_\_

Total Other Expenses: \$ 796.67

TOTAL ALL EXPENSES: \$ 6,170.74

I hereby certify that the above expenses are proper reimbursable items.

Signature: [Signature] Date: 2/4/09

City of Akron, Ohio - Then and Now Certificate:

I hereby certify that the money to meet the above obligation has been lawfully appropriated or authorized for such purpose and is in the treasury or in process of collection to the credit of the proper fund and free from any previous outstanding obligation or certification.

Signature: [Signature] Date: \_\_\_\_\_  
Diāne L. Miller-Dawson, Director of Finance

**Comments:**

Airfare paid on City Visa (\$1,886.51)

Reimbursement of expenses: Meals: \$693.00 \$9.68 = Mayor's Total Reimbursement: \$683.32

**Mayor Plusquellic declines  
reimbursement on meals.**